

# WHO Health Inequality Monitoring Network

## Application process

Participant approval is determined through evaluation, including a due diligence process and a review of submitted documents, to ensure alignment with the eligibility criteria and WHO's rules and policies. All participation applications are assessed and approved by the WHO HIM Network Secretariat.

Below is a detailed description of the application process:

1. **Submission of Application:** Institutions initiate the process by completing an online application form to WHO.
2. **Application Screening:** WHO will review application materials against the Network's Terms of Reference and determine which institutions may be shortlisted for Confirmation Requests. Shortlisted institutions (only) will receive intimation regarding moving ahead with the Application process (within 4-6 weeks of the submission deadline).
3. **Request for submitting supporting documents:** WHO will formally request to submit supporting documents for due diligence and risk assessment under the WHO Framework of Engagement with Non-State Actors (FENSA). The required documents include:
  - a. copy of the entity's founding document (legal status or bylaws);
  - b. copy of the entity's registration (proof of registration or incorporation);
  - c. the composition of its decision-making body, including names of members (governance such as the Board, Council, Assembly);
  - d. sources of funding (lists of donors and sponsors);
  - e. affiliations (parent entity, subsidiaries or branches);
  - f. signed tobacco-arms disclosure statement.
4. **Eligibility Review:** WHO conducts an eligibility assessment based on the FENSA (Framework of Engagement with Non-State Actors) process. (within 3-4 weeks of receipt of materials).

WHO may conduct interviews with shortlisted organizations to clarify submitted information, confirm alignment with the Network's objectives, and assess institutional readiness. These interviews constitute an integral component of the eligibility determination process.

5. **Confirmation and Nomination of Focal Point:** The head of the entity responds by providing written confirmation of adherence to the Network's Terms of Reference and nominating a focal point.
6. **Participation Confirmation:** WHO communicates directly with the nominated focal point to officially confirm the institution's participation in the Network.
7. **Network Participation:** The institution is granted Participant status in the Network, and the nominated focal point becomes the primary recipient of Network-related communications.
8. **Public Listing:** The institution is included in the public list of Network institutions, which is updated periodically on the WHO website.

This process ensures transparent communication, verification of compliance with the Terms of Reference, and the formal public acknowledgment of participating institutions

### **Contact Information**

For inquiries or additional information about the process, please contact:

WHO HIM Network Secretariat at [inequality\\_monitoring@who.int](mailto:inequality_monitoring@who.int)